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WAR FOOD ADMINISTRATION  
Office of Distribution  
Washington 25, D. C.

CIVILIAN FOOD REQUIREMENTS BRANCH MEMORANDUM NO. B-4

To: All Regional Directors

From: Norman Leon Gold, Chief  
Civilian Food Requirements Branch

Subject: Community School Lunch Canning Program

April 15, 1944

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DEPT. OF AGRICULTURE

The Director, in his memorandum of April 4 to the Deputy Director for Civilian Programs, authorized the development of the Community School Lunch Canning Program under the supervision of the Civilian Food Requirements Branch. Pursuant to that memorandum we have prepared the procedure and instructions necessary for the administration of such a program for the balance of this fiscal year. You are authorized to inaugurate programs in accordance with the procedure contained herein. The first section deals with the determination of eligibility. The second section outlines the program operating procedures.

DETERMINATION OF ELIGIBILITY

Any community canning center or school that has at its disposal adequate facilities to accept and process commodities in the quantity in which delivery will be made by the Administration and can secure approved outlets for the resultant processed food shall be eligible to act as a sponsoring agency for the program.

The agencies which may be considered for the program fall into three general groups..

1. Large community canning centers that are individually able to meet eligibility requirements.
2. Smaller community canning centers and schools that, as a group, are able to meet eligibility requirements.

It will be necessary that one of the schools or centers in the group thus formed act as agent to order and accept commodities for itself and each of the others in the group. The agent will, of course, be responsible for the immediate redistribution of the commodities from the point of delivery to the individual plants where the processing will be done. Individual agreements shall be taken with each school or canning center to assure an adequate check on operations. In an arrangement of this kind, care should be taken to ascertain that all parties thoroughly understand their obligations and are in a position to discharge them satisfactorily.

3. Individual schools or school systems that are able to meet eligibility requirements by employing a custom processor.

Since few schools or school systems are large enough to enter into an arrangement of this kind alone, it is assumed that in most cases several schools will employ the same processor; however, individual agreements shall be taken with each school or school system. One of the schools will act as agent to order commodities for the group. Each school or school system may designate the plant manager, or other employee who supervises processing operations, to act as Program Supervisor, as required under the terms of the agreement.

In no case shall an agreement be taken directly with a commercial processor under this authorization, nor shall reimbursement be made for processing done in private homes.

#### GENERAL OPERATING PROCEDURE

1. Survey of Facilities of Prospective Sponsors

An inspection of the processing facilities of each applicant and a survey of his proposed program shall be made by a representative of the Office of Distribution on Form FDA 725, "Inspection Report on Applicant's Processing Facilities".

The Inspection Report should show (under item 12) detailed information concerning arrangements made with the prospective sponsor for delivery of fresh commodities. This information should be so presented that where several schools or centers will accept commodities as a group, it can be readily determined which sponsor acts as the agent in accepting shipments and the quantity of commodities he can accept.

An original and one copy of the Inspection Report will be forwarded to the Regional office with the signed agreement forms FDA 726, and will be used by the Regional office as a guide in approving agreements. The report should be routed first to the Regional Food Preservation Specialist, whose technical knowledge of food preservation and food preservation plants will be of considerable value in determining the desirability of approving the agreement.

2. Agreement

An agreement will be taken with each prospective sponsoring agency on Form FDA 726, "Agreement Between the Office of Distribution of the War Food Administration and a Sponsoring Agency in Connection With the Operation of the Community School Lunch Canning Program". Six copies executed by the sponsor shall be forwarded to the Regional office with two completed copies of the Inspection Report. No agreement shall be entered into (1) if the prospective sponsor does not have pressure canning equipment, or (2) if boilers have not been inspected during the current season or arrangements made to have such inspection completed before commodities are processed,



or, (3) if pressure gauges have not been tested during the current season or arrangements made to have such testing completed before commodities are processed, or (4) if in the opinion of the Regional Director or his authorized representative it would not be possible for the prospective sponsor to abide by the terms of the agreement.

If it is determined from a review of the Inspection Report that the applicant is eligible and that it is desirable to enter into the agreement, the agreement shall be signed by the Regional Director or his authorized representative. Copies of the agreement will then be routed in accordance with the routing procedure established for School Lunch agreements. One copy of the Inspection Report will accompany the State Supervisor's copy of the agreement.

### 3. Ordering, Delivery, and Acceptance of Fresh Commodities

Distribution of commodities to eligible canning centers and schools will be handled as is other direct distribution, except that, at the option of the Regional office, Form FDA-540, "Application for Food Distribution Administration Commodities", may be dispensed with. In no case may commodities donated under this program be consigned to a person or agency other than a sponsor with whom the Office of Distribution has an agreement.

### 4. Processing Commodities

It shall be the responsibility of the Regional offices to determine that each sponsor receives instructions for processing each commodity distributed, before the first shipment of that commodity is received. Minimum instructions for all commodities for which a purchase program is likely will be prepared in the Washington office and forwarded to the Regional offices in time to allow proper distribution to sponsors.

### 5. Report and Claim for Reimbursement

The sponsor's claim, which will also be a report of operations, shall be made on Form FDA-727, "Report and Claim for Reimbursement". Four completed copies of the Report and Claim, covering the sponsor's share of each shipment of donated commodities processed by the sponsor, shall be forwarded to the appropriate field office of the Office of Distribution not later than the third day after the date such processing was completed. Only the original copy must be signed.

All claims shall be carefully reviewed by the field office before they are forwarded to the Regional office. If it is found that corrections are necessary, the claim, with pertinent instructions, should be returned to the sponsor. No claim should be forwarded to the Regional office unless it is complete and correct in the opinion of the field office.

The following specific checks shall be applied to each Report and Claim:

- (1) All identifying information, including the bill of lading number shall be checked for accuracy.

- (2) If the claimant is the sole recipient of the commodity shipment involved, the amount shown under item 2 (a) must equal the amount shown on the bill of lading or other evidence of delivery. If the claimant is not the sole recipient, the total of the amounts shown under item 2 (a) on the individual claims covering the shipment must equal the amount shown on the bill of lading or other evidence of delivery. In the latter case none of the claims involved shall be forwarded to the fiscal office until these amounts balance.
- (3) Item 2 (c) must be the difference between items 2 (a) and 2 (b). If item 2 (c), is less than this difference fresh commodities may have been misappropriated by the sponsor. If the reverse situation exists the sponsor may be claiming for the processing of commodities not donated by WFA. In either event the matter shall be investigated to determine the facts and the Claim and Report shall be properly adjusted on the basis of these facts.
- (4) The amount claimed shall be checked against item 2 (d).

The certification of the Representative of the Administration should be executed by the employee best able to review the actual operation of the program.

Vouchers will be prepared and routed in the same manner as is prescribed for School Lunch Program vouchers.

The accounting procedure for the program, which will be forwarded to you within a few days, will require the Regional Civilian Food Requirements Division to furnish the Regional Fiscal Division with requests for encumbrance on Form FDA-508, "Encumbrance Request". This form will be prepared on receipt of each bill of lading covering a shipment of commodities for the program and will include the purchase cost of the fresh commodity, transportation cost and estimated processing cost. Special care should be taken to correctly determine the cost of the fresh commodity and the cost of transportation as the amounts entered on Form 508 will constitute an actual, not an estimated, charge against the School Lunch allotment. The processing cost will be charged on the basis of certified claims for processing.

#### 6. Distribution of Processed Commodities

The agreement requires that the sponsor submit to the Office of Distribution an original and one copy of Delivery Receipt on Form FDA-728, executed by the agencies to which processed commodities have been delivered, within 60 days from the last day of the month in which the commodities were processed. One copy shall be filed in the Regional office and the other in the State office.

Field office records of the program shall be kept in such a way that it may readily be determined that Delivery Receipts have, or have not, been received when due. Any sponsor that fails to submit all necessary receipts



within 10 days before the time limit established by the agreement should be reminded of his responsibility and requested to submit the required receipts or the reasons that it is not possible to do so. A reasonable extension of time may be granted in writing if this will enable the sponsor to make proper distribution of the processed food, and the Office of Distribution employees should lend sponsors all possible assistance in finding satisfactory school outlets. The office of Distribution will take possession of, and distribute to School Lunch Programs, all commodities the sponsor is unable to distribute.

7. Field personnel of the Office of Distribution should personally check operations of sponsors as frequently as possible to make sure the sponsor is operating within his agreement. Separate instructions on administrative surveys of operating programs will be issued by the Civilian Food Requirements Branch.

8. Monthly Report of Operations

A monthly report for each State and for the Region shall be prepared for the Washington office by each Regional office on Form FDA-729. Each report shall include all claims resulting from the processing of fresh commodities delivered during the month being reported. The delivery date will be the date commodities are accepted by the consignee. Two sets of the report should be submitted not later than the last day of the month following the month being reported.

*Norman Gold*

